

Basin Study Work Group Steering Committee (BSC) Meeting

July 7, 2015, 10:00 pm - 12:00 pm

DeArmond Room, Deschutes Services Building, 1300 NW Wall Street, Bend, OR 97701

ATTENDANCE

Shawn Gerdes, Arnold Irrigation District
Mark Reinecke, Avion Water Company
Betty Roppe, Central Oregon Cities Org. & City of Prineville
Dave Dunahay, Central Oregon Fly Fishers
Craig Horrell, Central Oregon Irrigation District
Own McMurtrey, City of Bend
Bill Duerden, City of Redmond
Chris Gannon, Crooked River Watershed Council
Alan Unger, Deschutes County
Tod Heisler, Deschutes River Conservancy
Terry Smith, Lone Pine Irrigation District
Tom Davis, Native Reintroduction Network
Mike Britton, North Unit Irrigation District
Mike Kasberger, Ochoco Irrigation District
Jeremy Giffin, Oregon Water Resources Department

Robert Spateholts, Portland General Electric
Pamela Thalacker, Three Sisters Irrigation District
Herb Blank, Trout Unlimited
Doug DeFlitch, Bureau of Reclamation
Jeff Wieland, Upper Deschutes River Coalition
Rex Barber, Water for Life
Ken Rieck, Tumalo Irrigation District
Peter Lickwar, U.S. Fish and Wildlife Service
Jennifer O'Reilly, U.S. Fish and Wildlife Service
Ryan Houston, Upper Deschutes Watershed Council
Jason Gritzner, United States Forest Service
Suzanne Butterfield, Swalley Irrigation District
Bonnie Lamb, Oregon Department of Environmental Quality

Member Organizations Not Present:

Bend Paddle Trail Alliance
City of Madras
Natural Resources Conservation Service
WaterWatch of Oregon

Also Attending:

Lauren Mork, Upper Deschutes Watershed Council
Jeff Perrault, member of the public
Paul Lipscomb, Oregon Land and Water Alliance
Shon Rae, Central Oregon Irrigation District
Alyssa Mucken, Oregon Water Resources Department
Salem Opeifa, Oregon Water Resources Department
Jim Powell, member of the public

In addition, Niklas Christensen, contractor with Watershed Professionals Network, attended to discuss the RFPs and RFQs for hiring a study team. Mike Relf, Bureau of Reclamation Basin Study Project Manager attended by phone. Kate Fitzpatrick, Deschutes River Conservancy, attended as Process Coordinator. Kelsey Wymore, Deschutes River Conservancy, attended and took meeting minutes.

AGENDA

The group used the following agenda as a guide during their meeting:

1. Welcome, Self-Introductions, and Approval of Minutes
2. Overview of Basin Study Context and Schedule
3. Study Team Hiring Process
4. Revised New Member Policy and Member Request
5. Update on OWRD Opportunities
6. Public Comment
7. Next Steps

WELCOME, INTRODUCTIONS, AND MINUTES

BSC Chair Craig Horrell welcomed the group and asked everyone to introduce themselves.

Meeting Minutes Approval

The minutes from the June 8, 2015 meeting were approved.

OVERVIEW OF BASIN CONTEXT AND SCHEDULE

Craig said that today we are looking for agreement to move forward with action related to the Scopes of Work and the Study Team hiring process.

STUDY TEAM HIRING PROCESS

The scopes of work were sent to the group June 23rd. Members were given one week to submit comments for revision. It was agreed that if only minor adjustments were needed, the planning team would finalize the RFPs and RFQs. The planning team decided to bring the revised RFPs and RFQs to the group for agreement today before moving forward. There are 8 scopes total, including 2 RFPs, 2 RFQs and 4 recommended as Direct Awards. Attachment 3 summarizes the Scopes of Work and planning team recommendations on action.

Kate reviewed the comments and discussed how they were incorporated (ATTACHMENT 2). Discussion included:

- The budget numbers (coordination, administration, data reporting at \$100k) are different from the budget numbers handed out today (\$50k). Kate said the higher numbers might be from an old version, but she will double-check all references to make sure they are consistent (\$50K).
- Ryan commented that all amounts are approximate, not concrete. Craig reinforced that these are rounded numbers that will be finalized in each individual contract.
- Communications, Coordination, Technical and Project Management Support. Betty asked for clarification of the time frame for this budget and amount. Craig explained that this work element will require more than \$50K over two and half years, but that the State generally

does not like to see Project Management tasks exceed 10% of the budget. DRC and partners will seek other funding for this work. Salem Opeifa confirmed this.

Kate asked for agreement on approving the scopes and related actions as set forth in the Study Team Elements Tracking Sheet (ATTACHMENT 3). **ALL GREEN CARDS**

Kate and Craig discussed the elements of the proposed process for hiring a study team (ATTACHMENT 4). Craig said that the RFPs and RFQs will be submitted to the Daily Journal of Commerce on Thursday (July 9th) and will be posted on July 10th (*subsequent to the meeting, Kate sent an email to inform BSWG that they would also be posted at <http://www.coid.org/index.php/resources/dbbc1/>*). All submissions will be directed to Craig via email until July 27th. Any questions will be answered in addenda posted to the Daily Journal of Commerce (*subsequent to the meeting, Kate sent an email to inform BSWG that addenda would also be posted at <http://www.coid.org/index.php/resources/dbbc1/>*). The planning team will evaluate these and recommend the best candidates for each position to the BSC. The planning team hopes to get the scores and recommendations out to the steering committee by Friday, July 31st. The steering committee has an August 4th meeting to discuss this further and potentially decide on each contractor. The tentative goal is to have contracting complete by August 17th. If this process needs to slow down for additional review, either by the planning team, or by BSC, than it can.

Tod would like to group to prioritize time for reviewing applicants so the study team can be assembled and start working.

Kate will set up a dropbox folder and send out a link to the steering committee so they can see all the proposals that are submitted.

Approval of the schedule and process in Attachment 4 (Proposed Process for Hiring a Study Team)—**ALL GREEN CARDS**

REVISED NEW MEMBER POLICY AND MEMBER REQUEST

Kate reminded the group that the existing New Member Policy says that, after BSC has a Communications and Outreach Plan in place (which was adopted as part of the Plan of Study in April), if anyone then requested new membership, BSC would revise the policy to identify how to consider new members.

Paul Lipscomb removed himself from the room for discussion. Kate read the policy out loud to the group (ATTACHMENT 5).

Approval of the revised new member policy - **ALL GREEN CARDS**

Kate gave a little background on the Oregon Land and Water Alliance and read Paul Lipscomb's email request, before asking for the group to vote on including this organization according to the new member policy. She noted that Paul has been active to-date in both participating on the Whychus Subgroup and attending the BSC meetings, and that he has shown a collaborative and creative spirit.

The group had questions about the size and scope of the group. Paul rejoined the group to answer these questions and elaborate on the organization's background.

- Individuals from the Tumalo, Sisters, Cloverdale, Lower Bridge area meet monthly
- The alliance is concerned about local land and water conservation issues
- The group is particularly interested in Whychus Creek
- Paul has personally been interested in water issues for quite a while
- Believes water is the biggest issue going forward in Central Oregon

Paul removed himself from the room for further discussion and voting.

Approval of Oregon Land and Water Alliance joining the Basin Study Work Group – **ONE YELLOW CARD, ALL OTHER CARDS GREEN**

Chris is not convinced that the group needs further representation in this area. He asked the group if they felt the same or not and would remove his yellow card with adequate reasoning from the group. Craig stated that OLAWA would not have asked to join if they felt their interests were represented, and that he thinks we should be as inclusive as possible. Kate seconded this conclusion and highlighted that the alliance represents an active local interest in the specific Whychus area.

Chris changed his card to GREEN

UPDATE ON OWRD OPPORTUNITIES

Alyssa Mucken introduced herself and explained the history and purpose of the place-based planning process in Oregon. Alyssa discussed the following:

- The ultimate goal is to integrate local water planning into the State's water planning
- The state would like to build upon the work that is already being done
- Local plans cannot change state law
- This planning process is voluntary and self-selecting
- The state has two place-based coordinators available for basins that don't have state resources available to commit to the process
- The state would like this group to keep these guidelines in mind and report back to see how helpful they are
- Hopeful place-based planning will be done in a 3-year timeframe
- The state is required to update its own strategy every 5 years; 2017 is the next update
- John Unger would be a good resource to attend the next BSWG meeting to discuss funding opportunities

PUBLIC COMMENT

There was no public comment.

NEXT STEPS

- Publish the RFPs and RFQs in the Daily Journal of Commerce by July 10th. Complete proposal reviews by July 31st and reach a consensus for intent to award by August 4th, if possible.
- Niklas is finishing up the narrative for the overview graphic for the study team. This will be part of the Project Management Plan document he has been working on with Mike Relf. When complete, this document will be circulated to BSC for review.
- In September, the planning team intends to come to this group with the future plan for frequency of meetings throughout the study, technical subgroups, etc.

The first Communications Subgroup meeting will follow this meeting today.

The next meeting is August 4th in the Barnes & Sawyer room from 10-Noon.

Meeting adjourned by Craig Horrell.

MEETING EVALUATION

Members were provided forms on which to write one piece of feedback about what they liked about the meeting, indicated below with a plus symbol (+), and one piece of feedback about what they would like to change for the next meeting, indicated with a delta symbol (Δ). Each check mark (\checkmark) indicates that someone repeated an item. The following comments were received.

+	Δ
+ No contention of information	Δ Add more action items to the agenda
+ Good discussions	Δ A little more brevity
+ No major detours in the meeting. The work done by the planning team really helps move the general meeting.	

ATTACHMENT 1: BSC ACTIVE MEMBERS LIST

From Section 3.a of the Charter: “If a member organization does not participate in decision-making at two consecutive meetings by attendance or by email (see 4.a.vi), that organization cannot participate in decision-making until after it participates at two of the prior four meetings.”

Organization	4/7/15	5/15/15	6/8/15	7/7/15
Arnold Irrigation District	P	P	P	P
Avion Water Company	P	P	P	P
Bend Paddle Trail Alliance				
Central Oregon Cities Organization	P	P	P	P
Central Oregon Flyfishers	P		P	P
Central Oregon Irrigation District	P	P	P	P
City of Bend	P	P	P	P
City of Madras	P	P	P	
City of Prineville	P	P	P	P
City of Redmond		P		P
Crooked River Watershed Council	P	P	P	P
Deschutes County	P			P
Deschutes River Conservancy	P	P	P	P
Lone Pine Irrigation District		P	P	P
Native Reintroduction Network	P	P		P
Natural Resources Conservation Service	P	P	P	
North Unit Irrigation District	P	P	P	P
Ochoco Irrigation District	P	P	P	P
Oregon Dept. of Environmental Quality		P	P	O
Oregon Water Resources Department		P		P
Portland General Electric	P	P	P	P
Swalley Irrigation District	P		P	P
Three Sisters Irrigation District	P	P	P	P
Trout Unlimited	P	P	P	P
Tumalo Irrigation District	P	P	P	P
U.S. Bureau of Reclamation	P	P	P	P
U.S. Fish and Wildlife Service	P		P	P
U.S. Forest Service	P	P	P	P
Upper Deschutes River Coalition	P	P	P	P
Upper Deschutes Watershed Council	P		P	P
Water for Life	P	P	P	P
WaterWatch of Oregon	P		P	

ATTACHMENT 2

Comments Received on June 23rd BSWG Draft Scopes of Work

Date	Comments	Action
6/25	✓ Full approval	
6/27	✓ Full approval	
6/27	Water Conservation Assessment: Define district conveyance, private conveyance and on-farm clearly; add agricultural engineer; change 'eliminate efficiencies' to 'reduce efficiencies'	incorporated
6/29	Crooked Temp Assessment: The original intent on the Crooked task was to have a consultant do temp-flow analysis. Why is this now a direct award?	addressed
6/30	Crooked Temp Assessment: For efficiency reasons, suggested that CRWC could provide/collect data but that Niklas and/or Niklas' tech support should do the analysis since they've already started it.	incorporated
7/1	Questions on months chosen for analysis in Middle and Whychus: suggestion to explain rationale in proposal	incorporated
7/1	Comments throughout on all scopes besides Middle and Whychus Temp Assessments, including: <ul style="list-style-type: none"> • Add bullets to legal assessment of storage • Reframe the potential use of USFS contractors 	Incorporated and/or discussed with commenter
7/1	Water Rights, Legal, Socio-econ, Policy: Include multi-criteria evaluation in Basin Study scope	incorporated
7/1	Process: Change paper submission to electronic submission	incorporated
7/6	Internal copy edits	incorporated

ATTACHMENT 3

Study Team Elements Tracking Sheet

Element	Type	Amount	Sent to BSWG	BSWG Input Due	Planning Team Recommendation	BSC Action
Water Conservation Assessment	RFQ	\$72,000	Wed, June 24	Wed, July 1	Release July 10	
Water Rights, Legal, Socio-Economic Assessment	RFP	\$150,000	Wed, June 24	Wed, July 1	Release July 10	
Upper D Ecological Assessment	RFP	\$80,000	Wed, June 24	Wed, July 1	Release July 10	
Technical Director	RFQ	\$150,000	Wed, June 24	Wed, July 1	Release July 10	
Communications, Coordination, Technical and Project Management Support	Statement of Work	\$50,000	Wed, June 24	Wed, July 1	Direct Award to DRC	
Crooked Temp Assessment	Statement of Work	~\$5,000	Friday, June 26	Friday, July 3	Direct award to CRWC for data/WPN for analysis	
Middle D Temp Assessment	Statement of Work	~\$5,000	Friday, June 26	Friday, July 3	Direct Award to UDWC	
Whychus Temp Assessment	Statement of Work	~\$5,000	Friday, June 26	Friday, July 3	Direct Award to UDWC	

Upon BSWG approval, RFQs and RFPs will be published in the Daily Journal of Commerce. All proposals will be sent to COID's email. Questions will be directed to Craig and Kate.

ATTACHMENT 4

Proposed Process for Hiring Study Team Planning Team Recommendation July 6, 2015

The Planning Team seeks to facilitate Study Team contracting in a timely and efficient manner while ensuring sufficient review and input by the BSWG Steering Committee. The proposed schedule below tries to accommodate this.

While we aim to seek agreement at BSC meetings on key issues to accommodate robust discussion, we also want to ensure ample time for BSC members to review recommendations prior to being asked to make decisions. In the event that the timing of meetings does not accommodate sufficient prior review in the proposed process below, we would seek email approval on final Study Team contracting and would try to resolve any outstanding issues that way.

Schedule*	Task
June 24-July 1	BSWG Review of RFPs/RFQs.
July 7	Agreement sought on Study Team Scopes of Work and proposed hiring process.
July 10, 2015	Issue RFPs/RFQs.
July 27, 2015	Proposals due.
July 31, 2015	Planning Team ranks proposals and makes Recommendation to BSC on Study Team contracting (<i>may extend if more time needed</i>)
August 4, 2015	BSC Meeting: Discussion of <i>and possible agreement on</i> Study Team contracting
August 4-17, 2015	Seek email agreement on Study Team recommendation <i>if necessary</i> .
August 17, 2015	Complete contracting.

*Note: this is an ambitious schedule for the Planning Team to turn recommendations around the week of the July 27th. This schedule may need to be adjusted to accommodate for additional review and/or interviews with consultants.

ATTACHMENT 5

Proposed Policy Regarding Requests for BSC Membership: Revised June 2015

In the interest of maintaining a Basin Study Work Group (BSWG) Steering Committee (BSC) that is balanced in membership and an effective size, and with the intent of being inclusive of people who demonstrate commitment to the issues, the BSC will address requests for membership in the BSC as follows:

1. Anyone interested in membership in the BSC will be
 - a. sent the Charter for review,
 - b. invited to attend and participate as non-members in BSC meetings, and
 - c. offered a briefing on what the BSC has accomplished so far.
2. Once those interested in membership have attended at least two meetings, if they continue to express interest in membership, the BSWG Planning Team will make a recommendation to the BSC on the requested membership. Particular attention will be paid to the inclusion of organizations that are not currently represented on the BSC.
3. The BSC will make the final decision on membership requests.